



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

STATE ARCHIVES AND RECORDS COMMISSION
DIVISION OF ARCHIVES AND RECORDS MANAGEMENT
DEPARTMENT OF LIBRARY AND ARCHIVES
COMMONWEALTH OF KENTUCKY

RETENTION AND DISPOSAL SCHEDULE NUMBER III

Date Approved APR 15 1981
by Commission

Schedule for:

TEACHERS' RETIREMENT SYSTEM

State Agency

Unit

APPROVALS
FOR STATE AGENCY

1. Billie S. Shurt
Agency Head and Title County Elec. Sec.
2. Ben Bryan
Agency Records Officer
3. Louis Belcher
Division of Archives and Records Management
State Archivist and Records Administrator
4. James A. Wilson
Archives and Records Commission Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORD ITEMS BELOW AND RECOMMEND
THE DISPOSITION AS SHOWN

Darrell Gabhart
Records Analyst

Larry B. Fawcett
Assistant State Records Administrator

Jeffrey Michael Duff
Assistant State Archivist

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

James B. Lora 3-31-81
Auditor Public Accounts Approval Date

Attorney General

Approval Date

GENERAL AGREEMENTS

1. Permanent Records

All records likely to be of continuing value to the Agency, to the State Government, or to future researchers must be retained permanently. This includes audits, official correspondence, surveys and maps, minutes of meetings, special studies, annual reports, organizational charts, and personnel records.

2. Indefinite Records

Indefinite records do not need to be kept permanently. Their retention period is indefinite or unfixed, because it is not possible to destroy all records of this type after the same fixed period of time. For example, the retention period for equipment inventory cards is dependent upon the life of the individual piece of equipment. The retention period of a contract is dependent upon the length of the term of the contract. Reference and Informational Materials remain useful for differing lengths of time. The "Final Action" column of the Specific Agreements section of this schedule explains conditions under which indefinite records may be destroyed.

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: March 01, 1981

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Education and Workforce Development
Teachers' Retirement System

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
8	Actuary's Reports			Agency: 10	Records Center:	Archives Center: P
				Transfer to the State Archives Center		
12	Investments Ledger			Agency: P	Records Center:	Archives Center:
				Retain in agency		
13	Investment File (V)	This series documents the investment activities of the Teachers' Retirement System. Under the terms of KRS 161.430, it may invest in any of the following: bonds - school improvement, revenue, industrial revenue, public utilities; notes; debentures; equipment trust certificates; conditional sales agreements; interest bearing deposits; stocks - preferred or common; mutual funds; real estate; first mortgages; shares of beneficial interest in real estate; or life insurance contracts. It provides complete information on all types of investments and returns on the investments.	Series may contain: worksheets; authorizations to acquire investments; checklists; securities purchased or sold; confirmation reports; stock purchase directives; surveys of properties; mortgages; notes (paid in full); financial ledgers; related correspondence; Finance Committee directives; investments purchased; ledger proofs; correspondence; investments sold	Agency: 1	Records Center:	Archives Center: P
				Transfer to the State Archives Center one year after closure of file		
14	Benefit Payments Ledgers for Retired Teachers and Control Cards			Agency: 20	Records Center:	Archives Center: 30
				Transfer to the State Records Center		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Teachers' Retirement System

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
15	Master Teacher Folders - (As of 1987, the following must be transferred to the State Records Center: copy of death certificate, court order of executor of estate) (C) KRS 161.585 Administrative Change Date: 11/1/1986		May include completed ledger cards (service records); enrollment forms; application for retirement; correspondence; refunds	Agency: P	Records Center:	Archives Center: P
				Transfer original file to the State Records Center. NOTE: Agency is using an updateable microfiche system which necessitates retaining original records permanently		
16	Teachers' Annual Contribution Reports File - (Bound volumes) Administrative Change Date: 11/1/1986 (To effect title change) (V)	This series documents all contributions processed during each fiscal year for member employees belonging to the Teachers' Retirement System. It is completed at the close of each fiscal year and is submitted by local school districts. The reports were generated monthly from 1940 to 1962. From 1963 to 1964, it was created semi- annually. In 1965, it reverted to an annual report basis.	Series contains: cover sheet (form R2); name of employer; district number; report year; social security number of retirement member; name of member; retirement contribution amount; days paid for during the year; number of contribution days; contract salary	Agency: P	Records Center:	Archives Center:
				Retain in agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Teachers' Retirement System
Computer Records

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
90	Member Masters - (Master file is retained for fiscal year-end beginning with 1971) (Security copy located at Department of Technical Services)	Documents files of all persons who have been members: active, inactive, refunded, deceased, and retired accounts		Agency: P	Records Center:	Archives Center:
Retain in agency						
91	Retiree Master - (Master file is retained for fiscal and calendar year- end and July, beginning with fiscal year 1971) (Security copy located at Department of Technical Services)	Documents files of all persons who have received payments		Agency: P	Records Center:	Archives Center:
Retain in agency						
92	History Master - (Master is retained for fiscal year-end starting with fiscal year 1972) (Security copy located at Department of Technical Services)	Documents file of salary history of all persons who have been members of the agency		Agency: P	Records Center:	Archives Center:
Retain in agency						
93	W-2P Master - Earning Statement (Series dates from tax year 1974) (Security copy located at Department of Technical Services)			Agency: P	Records Center:	Archives Center:
Retain in agency						

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Education and Workforce Development
Teachers' Retirement System
Computer Records

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
94	1099 Master - Record of Interest Refunded - (Dates from Tax year 1975) (Security copy located at Department of Technical Services)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
95	1099 Master - Tax Sheltered Accounts Interest Refunded - (Tax year 1976) (Security copy located at Department of Technical Services)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
96	Escrow Master - (Includes fiscal year-end, beginning with 1976) (Security copy located at Department of Technical Services)	Documents funds received from school districts for contributions withheld		Agency: P	Records Center:	Archives Center:
				Retain in agency		
97	Federal Matching - (Fiscal year-end, starting 1976) (Security copy located at Department of Technical Services)	Documents funds received from school districts for contributions withheld from federally funded programs		Agency: P	Records Center:	Archives Center:
				Retain in agency		

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Education and Workforce Development
Teachers' Retirement System
Computer Records

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
98	Voluntary/Tax Sheltered Master - (Fiscal and calendar year-end, and July starting 1973) (Security copy located at Department of Technical Services)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
99	Contribution Master - (Series dates from 1970) (Security copy located at Department of Technical Services)	Individual annual contributions		Agency: P	Records Center:	Archives Center:
				Retain in agency		
100	Statement Master (Series dated from 1971) (Security copy located at Department of Technical Services)	Includes data issued on individual's annual statement		Agency: P	Records Center:	Archives Center:
				Retain in agency		
101	Withholding Master (Series is continuously updated)	Documents individual federal income tax withholding		Agency: I	Records Center:	Archives Center:
				Purge and reuse tape when needed		
102	Investment Master (Series is continuously updated)			Agency: I	Records Center:	Archives Center:
				Purge and reuse tape when needed		

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development
Teachers' Retirement System
Personnel

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
27	Lost Service Credit Correspondence			Agency: 60	Records Center:	Archives Center:
				Destroy		
28	Forfeited Accounts Ledger Cards			Agency: 60	Records Center:	Archives Center:
				Destroy		
29	Forfeited Accounts Correspondence			Agency: 60	Records Center:	Archives Center:
				Destroy		
30	Ledger Cards for Retired Teachers			Agency: 15	Records Center:	Archives Center: 45
				Transfer to the State Archives Center		
31	Ledger Cards for Refunded Accounts			Agency: 15	Records Center:	Archives Center: 45
				Transfer to the State Archives Center		
36	Account Records - Journal Vouchers - (Member financial accounts)			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
37	Refunds to Deceased (Active) Members - (Information held permanently in Master Folder)		May Include: Correspondence Relating to Bond Issue, Special Vouchers, Pay-in Vouchers, Journal Vouchers, Bank Statement	Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
38	Refund Vouchers and Warrant Registers			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

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Education and Workforce Development
Teachers' Retirement System
Personnel

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
39	Refunds - Active Members - (Information held permanently in Master Folder)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
